

Manager of Educational Programs

(Full-time, salaried, exempt)

Salary range: \$48,500-\$52,500

Reporting to the Associate Director of Museum Learning and managing one direct report, the Manager of Educational Programs develops, oversees, and supports a variety of museum learning program offerings at the New Bedford Whaling Museum. This includes management-level responsibility for the successful execution of regular drop-in activity days, quarterly homeschool days, three school vacation week programs (February, April, December), a robust calendar of summer offerings, and online learning opportunities. This individual manages the museum's annual summer internship program, the High School Apprenticeship program, and all active college-level partnerships, including work-study arrangements. As Manager, this individual will be expected to maintain top-level oversight of program activities, operations, funding, and expense management. They will work closely with colleagues in development and finance to ensure smooth and accurate applications and reporting. They will envision long-term programmatic goals, outcomes, and structures, and oversee their successful execution across the museum learning team, working especially closely with their direct report. Finally, they will program the Museum's Maker Space (opening 2027), collaborate with area schools on annual Education exhibitions, and serve as liaison to community partners, schools, and the Museum Learning Committee.

Core Responsibilities

- Manage and grow a robust annual calendar of onsite specialty education programs, including homeschool days, school vacation weeks, and summer activities
- Develop and oversee outreach programming for schools and community events
- Develop and manage online course offerings
- Design and implement programming for the Museum's Maker Space (opening in 2027), including workshops for children and adults, and drop-in activities for Museum visitors
- Provide oversight and strategic direction for the High School Apprenticeship Program through long-term curriculum development, community and college partnerships, budget development and grant applications
- Manage the Museum's Internship Program for graduate and undergraduate students
- Supervise one full-time position and one seasonal position
- Develop community partnerships to support a year-round slate of rotating Education exhibitions
- Evaluate programs, track program attendance, and provide information for grants and reporting
- Manage program budgets and purchasing of program supplies
- Establish and manage partnerships with local colleges and universities in support of educational programming
- Actively participate in the Greater New Bedford Youth Alliance and other community organizations to advance the work of the Museum Learning team
- Serve as liaison to the Museum Learning Committee
- Other duties that may be requested and required

Desired skills and abilities

- Possesses excellent program management and communication skills
- Passion for creating and implementing engaging programs for learners of all ages
- Pays close attention to details and schedules, and has strong organizational and time-management skills

- Anticipates and responds to situations with flexibility and adaptability, with ability to problem-solve and make adjustments as needed
- Actively seeks opportunities to improve programs and procedures and is enthusiastic about innovation and change
- Enjoys engaging with students, visitors, and community partners
- Embraces and promotes diversity, equity, and inclusion initiatives
- Works independently and as a member of a small team

Education and experience

- BA in education, art history, public history, museum studies, management, hospitality, or related field
- Experience with customer service and program coordination and facilitation related to special events, public programs, conferences, student orientation, or similar activities
- History of professional employment in project management, education or with museums, libraries, or cultural organizations
- Proven experience supervising direct reports and working with diverse groups of learners and community partners
- 3-5 years of experience working in K-12 education, program development, or project management in non-profit, museums, or other related industries *preferred*
- Experience with big-picture program development, step-by-step project management, and use of metrics to report on deliverables *preferred*

The position requires in-person presence and is based in a busy shared-office setting at the Museum.

To Apply

Send cover letter, resume, and [Application for Employment](#) to Victoria Hughes, Associate Director of Museum Learning, at vhughes@whalingmuseum.org. Applications will be reviewed on a rolling basis; application closing date is February 9, 2026.

The New Bedford Whaling Museum

Founded as the Old Dartmouth Historical Society in 1903, the New Bedford Whaling Museum ignites learning through explorations of art, history, science and culture, rooted in the stories of people, the region and an international seaport. The leading cultural institution in the region, reaching more than 140,000 visitors in New Bedford and through traveling exhibitions annually, the museum offers dynamic public programs and vibrant educational activities appealing to learners of all ages. The cornerstone of New Bedford Whaling National Historical Park, the Museum is located at 18 Johnny Cake Hill in the heart of the city's historic downtown.

The New Bedford Whaling Museum is committed to equal employment opportunities for all persons without regard to race, color, religion, sex, national origin, marital or parental status, sexual orientation, gender identify, veteran status, age, or disability.